

# USAREUR Circular 608-1

## Personal Affairs

### Army Family Team Building

22 January 2001

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**This circular expires 21 January 2002.**

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For the Commander:

CHARLES C. CAMPBELL  
*Major General, GS*  
*Chief of Staff*

Official:



MARILYN A. QUAGLIOTTI  
*Brigadier General, GS*  
*Deputy Chief of Staff,*  
*Information Management*

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**Summary.** This regulation prescribes policy for the Army Family Team Building Program in USAREUR.

**Applicability.** This regulation applies to USAREUR area support group and base support battalion commanders, DOD civilian and military sponsors, and family members.

**Forms.** USAREUR and higher-level forms (printed and electronic) are available through the USAREUR Publications System.

**Suggested Improvements.** The proponent of this regulation is the Office of the Deputy Chief of Staff, Personnel, HQ USAREUR/7A (AEAGA-G, 370-8916). Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAREUR/7A, ATTN: AEAGA-G, Unit 29351, APO AE 09014.

**Distribution.** This regulation is available only in electronic format.

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## **1. PURPOSE**

This regulation establishes responsibilities and procedures for the Army Family Team Building (AFTB) program in USAREUR.

## **2. REFERENCES**

- a. AR 608-1, Army Community Services Center.
- b. USAREUR Command Policy Letter 12, Army Family Team Building Program, 1 March 1999.

## **3. EXPLANATION OF ABBREVIATIONS**

The glossary defines abbreviations used in this regulation.

## **4. SCOPE**

The USAREUR AFTB program provides professional trainers, volunteers, and facilitators who work in partnership with local community organizations such as the Army Family Action Plan, quality of life forums, Department of Defense Dependent Schools, and family readiness group leaders, to enhance Army readiness by educating and promoting self-reliance of family members through progressive and sequential training.

## **5. RESPONSIBILITIES**

- a. The Office of the Deputy Chief of Staff, Personnel (ODCSPER), HQ USAREUR/7A, will--
  - (1) Oversee the USAREUR AFTB program in conjunction with the AFTB steering committee.
  - (2) Administer and support the USAREUR steering committee meetings.
  - (3) Advise USAREUR on AFTB issues.
  - (4) Coordinate and distribute information between HQDA and the area support group (ASG) Army Community Service Officer of the Family Support Division (ACSO/FSD) and director, community activities.
  - (5) Plan and conduct training for program managers and master trainers.
  - (6) Provide AFTB program statistical data and meet reporting requirements set by HQDA.
- b. The USAREUR steering committee will--
  - (1) Meet at least twice a year.
  - (2) Include the following voting members--
    - (a) USAREUR AFTB program manager.
    - (b) Chairperson.
    - (c) Co-chairperson.
    - (d) Program managers or their designated representatives from each base support battalion (BSB).
    - (e) USAREUR AFTB secretary.
  - (3) Include the following nonvoting members--
    - (a) Spouses of the CG, USAREUR/7A and Command Sergeant Major, USAREUR/7A, and any additional advisers.
    - (b) USAREUR AFTB volunteers.
    - (c) AFTB core instructors from HQDA who are currently in USAREUR.

(d) The Regional AFTB Program Representatives.

(4) Coordinate and outline the USAREUR AFTB program policy and guidelines with the USAREUR AFTB program manager.

(5) Establish USAREUR AFTB goals, objectives, and standards.

(6) Review and analyze USAREUR AFTB program statistical data.

c. ASG commanders will--

(1) Issue information from the ODCSPER down to the BSB level.

(2) Provide AFTB program statistical data to the USAREUR AFTB program manager, as requested.

(3) Allocate designated ASG master trainer slots, review and process nomination forms, and forward completed applications to the USAREUR AFTB program manager.

(4) Oversee the ASG AFTB steering committee, which should have functions similar to those of the USAREUR AFTB steering committee.

(5) Coordinate resources for the AFTB program within their ASG.

d. BSB commanders will--

(1) Designate, on an appointment order, a local AFTB program manager.

(2) Provide AFTB program statistical data to the ASG ACSO/FSD, as requested.

(3) Ensure command representation at the local AFTB steering committee meetings.

(4) Provide administrative requirements, support, and resources, to include--

(a) An AFTB-dedicated computer with Internet access.

(b) An AFTB-specific, Government e-mail account and e-mail address.

(c) Access to a class A telephone line.

(5) Designate an appropriate community agency to provide logistic support to the AFTB program.

e. Local volunteer AFTB program managers will--

(1) Serve for at least 1 year.

(2) Attend USAREUR, ASG, and BSB AFTB steering committee meetings or appoint a designated representative to attend.

(3) Brief incoming ASG and BSB commanders on the status of the AFTB program within 90 days after the commander's assumption of command, and continue to provide periodic updates.

(4) Collect, report, maintain, and analyze AFTB program statistical data, as required.

(5) Oversee the local AFTB program, to include mission completion, program administration, and volunteer management.

(6) Chair the local AFTB steering committee.

(7) Assist in the transition of the incoming program manager to ensure continuity and stability.

## **6. TRAINING**

- a. The ODCSPER will provide AFTB program manager training two times a year.
- b. AFTB core instructors from HQDA will train USAREUR master trainers.
- c. USAREUR master trainers will train local AFTB instructors with the support of subject-matter experts.
- d. AFTB instructors will provide all levels of local AFTB training for family members with the support of subject-matter experts, as needed.

## **GLOSSARY**

ACSO/FSD	Army Community Service Officer of the Family Support Division
AFTB	Army Family Team Building
ASG	area support group
BSB	base support battalion
ODCSPER	Office of the Deputy Chief of Staff, Personnel, HQ USAREUR/7A